



Mobile Device & Data Storage Policy

Statement

This policy outlines Genco Construction Services Limited requirements when using a mobile device of any kind for business purposes. This policy should be read and understood by all employees who:

- Use a company owned mobile device
- Want to use, or are using, a personal mobile device for work purposes
- Bring a personal mobile device onto company property
- Have a mobile device in their possession when driving a company vehicle or any vehicle for business purposes, this includes to and from your place of work
- Have a mobile device on their possession when carrying out their day to day tasks

Use & Storage of Company Data on a Mobile Device

Any data which is required to carry out your works via a mobile device must be adequately protected e.g. encrypted and password protected in accordance with PL09 Genco Data Protection Policy.

All removable media shall be virus checked prior to use.

Mobile devices must have security options enabled such as a pin numbers or a password.

Automatic lock outs shall be enabled when IT equipment is left unattended.

Users shall ensure that privately owned mobile systems or devices are not used for official business.

Users shall ensure that unauthorised software is not installed on any mobile system or device in their charge.

Mobile devices must always be stored securely with password protection on whilst not in use.

Any loss, theft, misplacement or unauthorised access of systems, devices or information must be reported immediately to the General Manager.

Under no circumstances may sensitive or individual personal information be sent to or stored on a mobile device.

Issue/Return of mobile devices.

The issue of a mobile device is at the discretion of Genco Management, as deemed necessary, and will only be used for business use, no personal use of a company device is permitted.

All devices will be allocated a password which may not be changed without obtaining permission from the appointed person in the office. If you need to change the password and cannot contact somebody at the office you will need to call in and pass this over when the office is open.

Any mobile device issued to an employee will always remain the property of Genco and should the contract be terminated, by either party, the employee will be responsible for returning the mobile

Form No. PL11	Revision No. 05	Date Issued Jan 2023	Document Created By: IT Dept	Page 1 of 3
------------------	--------------------	-------------------------	---------------------------------	-------------

device and all issued accessories to the company in a good clean condition. Any costs incurred by the company due to wilful neglect will be the sole responsibility of the employee. All passwords for the issued device will need to also be passed back to Genco.

Genco reserves the right to recall the device at any time.

Usage

All mobile device usage which is for business purposes will always be done so in a conscientious and professional manner and will ensure that all company and legislative requirements are complied with at all times.

Damage

Employees are expected to take care of their phones, ensure that all protective casing remains in place at all times and that any damage or defect is reported to the office immediately. Should an employee be found in any way to have been negligent whilst in the possession of a company mobile device which has resulted in loss, theft or damage then Genco reserves the right to recoup all replacement costs relating to the mobile device. Genco will only take such action where negligence can be identified and will consider any mitigating factors in determining the amount to be charged to the individual. Any proof of negligence may also result in disciplinary action.

Driving or Operating of Equipment

Genco has a zero tolerance in relation to the use of a mobile device whilst driving, operating machinery or when on a working site, unless in a designated mobile safe zone. The only exception to this is if you are using a hands-free device. Although the use of a hand-free device is permitted as per current legislation should you been seen not to be in control of your vehicle as a result of using a hands-free device you will be prosecuted.

If you are found to be in breach of the above, you will be held solely responsible and will face disciplinary action as deemed fit. Any fines incurred as a result of such breach will be the responsibility of the employee.

Data Usage

Any mobile device issued to an employee is for business use only. Employees are expected to make every effort to not exceed the current contracted allowances. Phone bills will be reviewed monthly and any employee who has exceeded their usage will be asked to provide justification for excessive use. Should the additional usage be as a result of non-business use the employee will be responsible for all additional costs.

Should an employee receive a notification that they have reached 80% of their data usage allowance they are to contact the office who will action the request for additional data.

Where it is found that the employee is exceeding bills continuously Genco reserves the right to recall the phone or tablet immediately. This action will only be where negligence has been identified and will consider mitigating factors.

Mobile devices are not to be used as navigation tools.

A copy of this policy is available to third parties upon request within 30 days of receipt of the request.

This policy will be reviewed annually or as and when required.

Form No. PL11	Revision No. 05	Date Issued Jan 2023	Document Created By: IT Dept	Page 2 of 3
------------------	--------------------	-------------------------	---------------------------------	-------------



John Roberts

Director

Dated: January 2023

Form No. PL11	Revision No. 05	Date Issued Jan 2023	Document Created By: IT Dept	Page 3 of 3
------------------	--------------------	-------------------------	---------------------------------	-------------